



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

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Information Bulletin **No.CA-2003-039**

To: All Employees

From: DSD, Support Services Division

Subject: Thrift Savings Plan Open Season – April 15, 2003 through June 30, 2003

The next Thrift Savings Plan (TSP) open season begins April 15 and ends June 30, 2003. During the open season, you may begin contributing to the TSP or change the amount of your TSP contributions. **FERS** employees may elect to contribute up to **13%** of the basic pay they earn each pay period; and **CSRS** employees may contribute up to **8%** of their basic pay per pay period.

**How to make a contribution election:** To make a contribution election, submit Form TSP-1 (Election Form) to the Human Resources office. You can obtain Form TSP-1 from the Human Resources Office, from your Field Office Administrative staff, or the TSP web site: [www.tsp.gov](http://www.tsp.gov). Elections may also be made by using Employee Express. Employee Express transactions require a Personal Identification Number (PIN) which can be obtained by calling the Employee Express help desk at (478) 757-3030.

The Employee Express numbers are: - From work - (478) 757-3080  
- From any touch-tone telephone - 1-800-827-6254  
- TDD Service - (478) 757-3117  
- Web Site: <http://www.employeeexpress.gov>

**When elections become effective.** If your election is received before May 31, 2003, it will become effective June 1, 2003. Your leave and earnings statement for pay period 13 will reflect this election. If your election is received after May 31, 2003, it will become effective the first full pay period after it is received. **You may only make one election during the open season!** Please remember to review your leave and earnings statement carefully after the effective date of the transaction to ensure it was processed. Any discrepancies should be reported to the HR office as soon as possible so that corrections can be made.

**How to make an investment election:** You may invest in any of the five investment funds. To change investment of future contributions to your TSP account, you must request a **contribution allocation**. To change the investment of money already in your account, you must request an **interfund transfer**. Before making new investment decisions, check the TSP web site, [www.tsp.gov](http://www.tsp.gov) for more detailed information on how the funds performed during the past year.

TSP participants may make fund changes **at any time during the year**. However, new enrollments and changes to the dollar amount or percentage of pay must be made during the two open seasons held each year.

To request a contribution allocation or interfund transfer, you may use the TSP web site ([www.tsp.gov](http://www.tsp.gov)), the TSP ThriftLine (504-255-8777), or Form TSP-50, Investment Allocation. Be sure to review the *Summary of the Thrift Savings Plan* before making any TSP decisions to become familiar with the plan's features. You can pick up the Plan Summary in your Human Resources Office or from your Field Office Administrative staff. All TSP forms and brochures (**except the Form TSP-50**) can be downloaded from the TSP web site.

Questions regarding the TSP may be directed to Angie Dailly at (916) 978-4476.

Signed by:  
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DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management